

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PRINCIPAL ADMINISTRATIVE ANALYST (Procurement Specialist) Salary Range: \$54,585.44-\$70,181.28 Yearly

POSITION

Vacancy is in the Procurement Division of the Finance Department. Under administrative direction, plans, directs, supervises, and coordinates the activities of the Division. Purchases goods and services for using agencies in the City of Hartford and Hartford Board of Education. Manages staff and operations for the division in the absence of the Procurement Manager. Analyzes, researches, and develops solicitation of documents. Manages the entire request for response process and develops contracts. Supervises the maintenance of vendor lists and provides for the inspection and testing of deliveries and services for conformance with specification. Establishes schedules of purchases, determines methods of procurement, advertises and awards contracts to suppliers. Performs related work as required. This is a union position. The hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Bachelor's Degree from an accredited four-year college or university with major work in public or business administration. Five years of increasingly responsible professional experience in large scale centralized purchasing work, or in a highly responsible professional administrative position involving direct or indirect responsibility for centralized purchasing. A Master's Degree in public or business administration from an accredited college may be substituted for a part of the experience requirement. National Institute of Government Purchasing (NIGP), Certified Public Purchasing Officer (CPPO) and Certified Public Purchasing Buyer (CPPB) or Institute of Supply Management (ISM) and Certified Procurement Manager (CPM) preferred. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of governmental purchasing practices and procedures; Knowledge of the ability to supervise and participate in the preparation of specifications, purchase schedules, vendor lists, analysis of bids and other purchasing functions; Ability to analyze the needs of departments and to develop purchasing programs and techniques to provide effective service; Ability to plan, assign, supervise and coordinate the work of clerical and technical subordinates; Ability to establish and maintain working relationships with vendors, department heads, and others; Ability to express oneself clearly and concisely orally and in writing. If selected, you will be required to pass a physical examination administered by a City physician, pass a drug and alcohol screening examination, a background check and serve 3-12 months of probation. This examination is subject to all Federal, State and Municipal laws, rules and regulation.

The Human Resources Department provides reasonable accommodations to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2579
Issued: 5/12/2009

EMPLOYMENT BENEFITS:
• Health Plan and Hospitalization
• Paid Vacations and Holidays
• Retirement Plan
• Group Life Insurance
• Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:
Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.